



# **18<sup>th</sup> MP BDE Transition to Sembach**

## **Housing**

- You must attend a housing brief in Kaiserslautern before you can start looking for a house or sign for a house
- You must be cleared from housing before OHA will start
  - Housing will allow a 3 day grace period for clearing quarters, Exe. if move in date to new quarters is 1 Jan you will have up to 4 Jan to clear your old quarters, and housing will back date your clear date to 1 Jan so that OHA starts on the correct date.
- Personnel who currently live off post need to go to housing individually to work with landlords and ensure a smooth transition

## **Finance**

- Personnel must be assigned to K-town in order to start OHA entitlements.
  - K-town finance will process advance pay for deposit and first month rent without personnel having inprocessed K-town. Disbursement can be made on Kleber Kaserne. It will be in cash
- Rental agreement and all paperwork to sign for a house off post can be completed while still assigned to Mannheim, however, OHA entitlements will not start until the day SM signs into K-town, regardless of what is on the contract.
- Personnel who are currently living off post will be allowed another advance for security deposit as long as the previous one has been payed off.
- If personnel want to continue to reside in off post housing in the Mannheim area and commute to K-town they will need to take a copy of their lease to K-town finance upon in-processing to ensure that OHA continues smoothly.
- Personnel will not be authorized TLA! May allow one day, on a case by case basis

## **Transportation**

- Door to door moves can be done and are preferred.
- Transportation can hold HHG for up to one week in local temp storage if needed.

## **Out-Processing tips**

- If you have children make sure that you go to CYS or the school ahead of time to clear/pick up records
- Ensure that you spouse/children cancel any pending appointments that are after your report date
- CIF records will be transferred to Kaiserslautern, you just have to drop off a copy of your orders



# **Documents required for movement**

## **Documents needed to request full cost move**

- EFMP screening, completed within the last year
- Transportation cost estimate, this is completed by the individual
- Finance cost estimate (S-1 has already completed these)

## **Documents needed to request orders**

- DA31 for travel time, usually 1 day
- If dependents are enrolled in EFMP SM will need an approval memo for dependent travel
  - This will come from LRMC, orders cannot be cut unless dependents are approved to travel to Sembach.
- Updated DD93. Ensure that it reflects the current address for all dependents. This is what MPD uses to complete the orders. If the address that is listed for their dependents is stateside, they will not be put on the orders, until the DD93 is corrected.